

OM 003-2004 (7740) ESTABLISHMENT OF CONTRACT FACILITY
MONITORING (CFM) SECTION, PRD



Operations Memorandum

OPI: PRD/PAM
NUMBER: 003-2004 (7740)
DATE: 4/2/2004
SUBJECT: Establishment of
Contract Facility
Monitoring (CFM)
Section, PRD

EXPIRATION DATE: 4/2/2005

1. **PURPOSE AND SCOPE.** To establish and define procedures for monitoring secure adult correctional contract facilities and large Intergovernmental Agreements (IGAs) by the Program Review Division's Contract Facility Monitoring (CFM) Section.

The Bureau has chosen to apply a program review inspection process by administering the **Contract Facility Quality Assurance Plan (QAP)** to assess contractor performance of secure adult correctional contract facilities and large IGAs.

Specific procedures defining all phases of the CFM monitoring process will be incorporated into a revision of the Management Control and Program Review Manual.

2. **DIRECTIVE REFERENCED**

P1210.23 Management Control and Program Review Manual
(8/21/02)

3. **MONITORINGS.** Monitorings using the QAP will be conducted on a regularly scheduled and/or unannounced basis as the Bureau Review Authority (Senior Deputy Assistant Director, Program Review Division) determines. Monitorings will encompass a review of all disciplines at secure adult correctional contract facilities and large IGAs.

Ordinarily, monitoring procedures will be based on P1210.23, Chapter 2, Management Control and Program Review Manual, to the fullest extent possible.

4. **REPORTS AND RATING.** At the conclusion of each monitoring, a preliminary report will be provided identifying areas of non-compliance.

A final report will be written and an adjectival rating (as defined in Section J-Attachment B of the contract) of contractor performance within each component will be assigned.

/s/

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